



## **ACQUISITION AND ASSISTANCE SPECIALIST JOB ANNOUNCEMENT (AID-004-15)**

**OPEN TO:** All interested candidates

**POSITION:** Acquisition and Assistance Specialist

**OPENING DATE:** March 20, 2015

**CLOSING DATE:** April 17, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY RANGE:** ZMK 198,868.22 p.a – ZMK 301,968.76 p.a.  
Position Grade: FSN-10

USAID/Zambia has an immediate opening for an Acquisition and Assistance Specialist in the Office of Procurement Support.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

The incumbent handles a variety of acquisition and assistance instruments, and facilitates the procurement process through active participation in the initial planning process, to the final execution of the contract or grant. In contract administration, the incumbent is responsible for counseling members from technical offices by assisting in the interpretation of contractual terms and other contract administration functions. Specifically, the incumbent performs the following duties:

1. Receives and examines procurement requests via Global Acquisition and Assistance System (GLAAS) requisitions for completeness and accuracy and contacts the requestor for any clarification or additional documentation. Maintains a status report on procurement actions for all assigned technical offices and ensures that all follow-up dates are met, closely tracking all due dates.
2. Develops long-range plans for new or complex programs. Plans procurement actions with assigned technical offices, including reviewing project papers and representing OAA at program

planning meetings. Develops objectives for the program in terms of competition, which includes the use of, subcontracting policies, set-aside policies, local capacity development, and similar considerations. Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules. Keeps supervisor informed of anticipated workload demands. Anticipates problems and provides advice on effective implementation and anticipated time required for administrative actions. Serves as an advisor to program officials in project planning meetings. Advises program officials of the procurement instruments to be used and assists in the preparation of statements of work and technical evaluation criteria. Fields queries from prospective offerors and applicants. Provides counseling and training to new project/technical staff on USAID regulations and Federal Acquisition Regulation requirements.

3. Develops new or innovative acquisition plans, source selection plans, and contract terms, conditions, or financial arrangements that serve as models for future acquisitions. Assists in market research.
4. Provides support to other A&A Specialists in preparing acquisition documents from the solicitation stage to final award. Prepares solicitation and other pre-award documents and issues solicitation instruments, i.e., Request for Proposals (RFP), Request for Task Order Proposals (RFTOP), Request for Applications (RFA), and Annual Program Statements (APS).
5. Negotiates Procurement of Products and Services Using a Variety of Contract Types. Serves as lead negotiator responsible for major procurements. Plans the negotiation strategy, coordinates the strategy with the negotiation team, and leads the negotiations to develop the contract/grant prices and terms. Prepares the agreements and recommends its award. Negotiates Participating Agency Services Agreements (PASA) and Resource Support Services Agreements (RSSA) in accordance with statutory and procedural regulations and general agreements with other Federal agencies. Negotiations include prices, terms, special conditions, and amendments.
7. Performs detailed cost analyses of all elements of costs in offerors' proposals and applications for negotiated procurements. Conducts market research on items or services to ensure adequate price competition is available. Conducts and participates in pre-proposal conferences with prospective awardees to arrive at a clear understanding of what is required. Explores well established contracting approaches to arrive at an equitable contract arrangement. In the absence of meaningful cost and price information, pursues other approaches for gathering comparative data.
8. Organizes, maintains, updates and tracks all Procurement actions to ensure compliance with agreed to procurement plans.
9. Ensures contracts, grants and cooperative agreements conform to all the current regulations and guidance. Prepares the negotiation memoranda, fully justifying the decisions made by the CO/AO, documenting all points of negotiation, compromises reached, rationale for contract award and detailed determinations and findings in support of the assertion that the final contract/grant price is fair and

reasonable. Leads the support team under the CO/AO in conducting post-award debriefings to unsuccessful offerors/applicants.

10. Conducts post-award contract and grant administration. Works closely with the Regional Legal Advisor and Controller to resolve legal or financial issues related to A&A instruments in the client portfolio. Reviews and recommends approval or disapproval of sub-contracts or sub-grants to the CO/AO. Studies requests for change orders and claim documents and, independently, or under the guidance of the CO in particularly contentious cases, negotiates the requests with the contractors and prepares settlement agreements for signature by the CO. Responsible for contract administration sufficient to ensure contract terms and conditions are met and that the contractor delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs. Responsibilities typically include periodic site visits, changes to incremental funding, preparation of rate and cost adjustments, redirection of effort, coordination of time extension, incorporation of change orders, preparation of stop work orders, preparation of cure notices or show cause letters, and contract closeout. Advises technical office counterparts and contractors on their administration responsibilities contained in the contract. Performs work associated with providing advice and guidance on contracting and procurement issues including procurement using small/disadvantaged businesses. Interprets contract provisions for contractors and for officials of the agency, and provides appropriate advice and guidance.

11. Orients Mission project officers on USAID's A&A policies and regulations, and advises in planning relative to accepted contracting practices and procedures; keeps client staff apprised of changes in Federal and USAID A&A regulations and policies.

## **KNOWLEDGE/SKILLS REQUIRED:**

### **Education:**

Possession of a bachelor's degree in business administration, finance, commerce, accounting, international trade, industrial management, law or related fields.

### **Prior Work Experience:**

At least 3 years of professional experience in procurement.

### **Post Entry Training:**

Global Acquisition and Assistance System (GLAAS); Contractor Performance Assessment Reporting System (CPARS); Agency Secure Image & Tracking System (ASIST); continuous professional development; USAID practices and procedures.

### **Knowledge and Skills:**

Knowledge of contracting principles, laws, regulations and procedures applicable to pre-award and/or post award actions sufficient to procure and/or administer contracts. Knowledge and skills sufficient to provide expert technical leadership, staff coordination, and consultation including responsibility for

drafting guidelines, implementing new developments, and providing policy interpretation. Excellent organizational skills, with the ability to handle many assignments simultaneously. Fluent (4/4) English is required. .

**Language Proficiency:** Fluency in spoken and written English at Level IV is required.

**Computer Skills:** Demonstrated experience with MS Excel, MS Word, and administration required. Working knowledge of MS PowerPoint preferred.

**Guidelines Used and Judgment Required in Their Application:** Policies and precedents are available but stated in general terms. Extensive searches of a wide range of regulations and policy circulars are frequently required. The employee uses experienced judgment and initiative in applying principles underlying guidelines, in deviating from traditional techniques, or in researching trends and patterns to develop new approaches, criteria, or proposed policies.

**Complexity:** Incumbent's responsibilities involve support and reporting on the full range of highly complex A&A actions with the requirement that he/she function effectively across any of the Mission technical sector areas. While there is an element of repetition for similar actions within broad procedural groupings, individual actions are unique and multifaceted. Besides being able to apply professional monitoring, tracking and reporting on multi-sectoral procurements, incumbent will be expected to fulfill a support role for USAID employees, plus deal with multiple U.S. and host government entities and the complications of cross cultural business dealings. Assignments will generally be long-term in nature; aside from A&A knowledge, a comprehensive knowledge of project management principles as well as program element and monitoring is mandatory.

**Scope and Effect of Position:** The purpose of the work is to provide expertise as a specialist in the functional area of procurement by furnishing advisory, planning, or reviewing services on specific problems, projects, or programs. The work affects a wide range of procurement activities such as the operation of procurement programs in various service sectors, and the accomplishment of significant procurement or technical program goals.

**Nature, Level and Purpose of Personal Contacts:** Multiple direct contacts with the purpose of supporting the A&A process, monitoring, tracking and reporting on critical A&A actions for the Mission. Within USAID, the level of contacts will include all staff from technical officers to Team Leaders. External contacts are invariably with senior level managers and executives.

**Physical demands and Work Environment:** Incumbent must be completely suited to an office as the norm. The work environment is highly computerized, hence he/she must be computer literate, fully able to master and work through word processing and spreadsheet programs, as well as USAID computer "desk top" programs such as GLAAS, Learning Management System, Agency Security Image and Storage Tracking, Federal Procurement Data System-Next Generation, Federal Assistance Award Data

System, Federal Business Opportunities, and Grant.gov; MS Excel, MS Word, MS PowerPoint, and other computer programs critical to the operation and reporting of the CO/AO activities.

**Time Required to Perform Full Range of Duties:** One year.

**APPLYING:**

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

The complete position description listing all duties and responsibilities is available on USAID/Zambia website: <http://www.usaid.gov/zambia/careers>.

**SUBMIT ALL APPLICATION MATERIALS TO:**

**EXOZambiaHR@usaid.gov** (E-mailed applications required.)

The email subject heading ***must*** read:

**Application:** Acquisition and Assistance Specialist, **AID-004-15**

**Only short listed candidates will be contacted.**